

CHAPTER 4

INSPECTION PROCEDURES

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4000. Inspection Procedures

1. The Regional Inspection Team will visit each PSRO semiannually. Upon arrival at the District/PSRO, the Senior Inspector will brief, as appropriate, the District CO and/or PSRO OIC, Ops Chief, and RI on inspection team policy and procedures, a list of identified accession names will be given to the RI to draw for inspection. The list of accession names will be determined by examining the PSRO's accession reports in ALMRS Current database, generally for the past six month period, identifying a random 25% reenlistment and transfer packages for inspection.

2. The Regional Inspection Team will inspect the join packages using the following criteria to establish a standard of measurement:

a. Reenlistment Package grading policy. There will be $\frac{1}{4}$ point deducted for each admin error identified.

(1) Outstanding equates to a grade of 5, with no administrative errors.

(2) Excellent equates to a grade of 4.

(3) Average equates to a grade of 3.

(4) Below Average equates to a grade of 2.

(5) Unsat equates to a grade of 1.

(6) Administrative oversight equates to a grade of 1. Assigned when an applicant reenlists prior to being qualified (Q3). Refer to definition in Volume II Chapter 3, para 3002.2 of this guide for detailed description.

(7) Erroneous equates to a grade of 0. This mark will be assigned whenever an applicant reenlists and has not been qualified (Q3). Refer to definition in Volume II Chapter 3, para 3002.3 of this guide for detailed description.

b. Transfer/DAP Package grading policy. There will be $\frac{1}{2}$ point deducted for each admin error identified.

(1) Outstanding equates to a grade of 5.

(2) Excellent equates to a grade of 4.

(3) Average equates to a grade of 3.

(4) Below Average equates to a grade of 2.

(5) Unsat equates to a grade of 1.

(6) Administrative oversight equates to a grade of 1.

Assigned when an applicant is joined prior to the RSNCO qualifying him/her physically, professionally, or morally. Refer to definition in Volume II Chapter 3, para 3002.2 of this guide.

(7) Erroneous equates to a grade of 0. This mark will be assigned whenever an applicant is joined to a SMCR/IMA unit and is not physically, professionally, or morally qualified to join.

c. Errors previously identified by the RI do not reflect on the PSRO grading, but do reflect on the RSNCO's overall grading.

d. RSNCO's will be assigned a PASS or FAIL rating by the inspection team. This is determined by the average grade of all accession packages inspected for each recruiter. PASS is assigned for an average package grade of 3.0 or higher. FAIL is assigned for an average package grade of 2.99 or lower. This will be recorded on Figure E-3.

e. Any discrepancy that appears 3 times or more in a RSNCO's join package constitutes a trend for the RSNCO. The same discrepancy identified on 3 or more RSNCO join packages, constitutes a PSRO trend. Trends will be outlined on Figures E-1, E-2, and E-3 as applicable.

f. If during the course of the inspection, the Inspection Team suspect's fraud, the Team will notify the Inspection Officer immediately. The Inspection Officer will halt the inspection on that recruiter, and all packages for that recruiter will be confiscated at the PSRO office and reviewed for investigation.

g. Maintain an Inspection Logbook for the express purpose of recording erroneous joins identified by the RI prior to the

inspection. The RI will not be penalized for the entries in this logbook at the time of inspection.

h. The Regional Inspection Team will use the following criteria as a standard of measurement for unrecorded erroneous join packages:

(1) Outstanding equates to no erroneous joins identified.

(2) Excellent equates to 2% or less erroneous of all joins inspected.

(3) Average equates to 3% to 5% erroneous of all joins inspected.

(4) Below Average equates to 6% to 9% erroneous of all joins inspected.

(5) Unsat equates to 10% or more erroneous, this grade constitutes a failing mark. Emphasis of the next inspection will focus on the training the RI conducted to correct those RSNCOs who had the erroneous joins on the failed inspection.

i. Each RSNCO will receive an average package rating on accession packages inspected by the Regional inspection team. This average package rating will be used to determine the PSRO average accession package rating. The following accession package table describes the package rating.

- (1) Outstanding - 5.0
- (2) Excellent - 4.0 - 4.99
- (3) Average - 3.0 - 3.99
- (4) Below Average - 2.0 - 2.99
- (5) Unsatisfactory - 1.99 or below

APPENDIX A

RECRUITER DATA SHEET

1. General Instructions. The Recruiter Data Sheet (RDS), Figure A-1, will be completed on every RSNCO, it will be placed in the first section of the training file. The RDS will be updated at least quarterly or as changes occur.
2. Specific Instructions. The RDS contains various items of information; the RI will utilize Figure A-1 and will fill in the blanks with the appropriate data. Each month will have a number entered for the assigned mission followed by the number of joins attained by the RSNCO. MOS Match and PSRN Match rates will be entered at the bottom of the form accordingly.

RECRUITER DATA SHEET

NAME: _____ SSN: _____
(Last, First, MI)

RANK: _____ PSRS: _____
PMOS: _____ BMOS: _____
DCTB: _____ EAS/ECC: _____
DOR: _____ DOB: _____
PEBD: _____ ADSD: _____
BILLET: _____ LINE #: _____

AWARDS: _____

DISCIPLINARY ACTION: _____

RECRUITER PERFORMANCE STATISTICS

FY__ MISSION ATTAINED FY__ MISSION ATTAINED FY__ MISSION ATTAINED

OCT			OCT			OCT		
NOV			NOV			NOV		
DEC			DEC			DEC		
JAN			JAN			JAN		
FEB			FEB			FEB		
MAR			MAR			MAR		
APR			APR			APR		
MAY			MAY			MAY		
JUN			JUN			JUN		
JUL			JUL			JUL		
AUG			AUG			AUG		
SEP			SEP			SEP		
YTD			YTD			YTD		
MOS MATCH RATE			MOS MATCH RATE			MOS MATCH RATE		
PSRN MATCH RATE			PSRN MATCH RATE			PSRN MATCH RATE		

CAREER ATTAINMENT AVERAGE _____

CAREER MOS MATCH RATE _____

Figure A-1. Recruiter Data Sheet

APPENDIX B

RECRUITER INSTRUCTOR TRAINING AND EVALUATION CHECKLIST

1. General Instructions. The Recruiter Instructor Training and Evaluation Checklist (RITEC), Figure B-1, will be completed on every RSNCO. It will be placed in the second section of the training file. The RITEC will be completed as the appropriate PAR or R&R Training/Inspections are conducted.

2. Specific Instructions. The RI will circle the "Y" or "N" on the RITEC accordingly as he/she conducts the evaluation of the RSNCO. The RI will also assign codes based on his evaluation and place them on the checklist for an overall score. The RI, Area/Site SNCOIC and RSNCO will all sign and date this form, verifying their understanding of the findings and status of the evaluation.

PROFICIENCY & REVIEW TRAINING

DATE: _____

SCORE TRAINING EVALUATION CODES

- 1 - NOT IN ACCORDANCE WITH GUIDEBOOK
2 - HAS SOME BASIC INFORMATION, BUT NEEDS IMPROVEMENT
3 - CONTAINS THE BASIC INFORMATION AS PER GUIDEBOOK
4 - EXCEEDS THE REQUIREMENTS AS PER THE GUIDEBOOK

I. PRIOR SERVICE RECRUITING GUIDEBOOK	Y/N	SCORE
---------------------------------------	-----	-------

I. Turnover section

- (1) Does the RSNCO have a PSR Guidebook? Y N _____
- (2) All authorized changes incorporated? Y N _____
- (3) Is the Guidebook tabbed appropriately? Y N _____

I. AVERAGE SCORE: _____

II. TURNOVER/PROFILE BOOK

a. Turnover Section	Y/N	SCORE
---------------------	-----	-------

- (1) Does the RSNCO have a Turnover/
Profile Book? Y N

- (2) Does the RSNCO's Turnover Section
contain the following information, is it current? Y N

a. Title of Billet?	Y	N
1. Title of Billet?		
2. Title of Billet?		
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4. Title of Billet?		
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94. Title of Billet?		
95. Title of Billet?		
96. Title of Billet?		
97. Title of Billet?		
98. Title of Billet?		
99. Title of Billet?		
100. Title of Billet?		

Figure B-1. Recruiter Instructor PAR Training and Evaluation Checklist

b. Reporting Senior?	Y N	_____
c. Mission and functions of Billet?	Y N	_____
d. List of required reports?	Y N	_____
e. List of orders or other directives pertinent to the billet?	Y N	_____

b. Profile Section

(1) Does the Profile Section contain the following information, and is it current?

a. Unit Manpower/Information Section for each SMCR/IMA unit supported?	Y N	_____
---	-----	-------

(1) SMCR unit Manpower Plan attached?	Y N	_____
--	-----	-------

(2) Is the SMCR unit T/O attached?	Y N	_____
------------------------------------	-----	-------

b. RSNCO Mission Letter Section?	Y N	_____
----------------------------------	-----	-------

c. RSNCO Mission/Objectives Letter Section?	Y N	_____
--	-----	-------

d. Does the RSNCO's Mission/Objectives indicate adequate activities to support mission?	Y N	_____
--	-----	-------

(2) Are all forms/sections complete? If not, state
below: _____

II. AVERAGE SCORE: _____

Figure B-1 (Cont). Recruiter Instructor PAR Training and Evaluation Checklist

III. ALMRS	<u>Y/N</u>	<u>SCORE</u>
a. Does the RSNCO know how to access ALMRS and can demonstrate a "send and/or receive" replication?	Y N	_____
b. Can the RSNCO demonstrate how to build Specific searches in ALMRS and flag the results for Approach?	Y N	_____
c. Can the RSNCO demonstrate how to action date leads in the ALMRS database?	Y N	_____
d. Does the RSNCO know how to report accessions in ALMRS?	Y N	_____
e. Can the RSNCO demonstrate proper use of Automated forms?	Y N	_____
f. Does the RSNCO know how to access Approach to read the ALMRS.NSF file?	Y N	_____
g. Does the RSNCO have sufficient Action Dates and Contact History recorded to reflect a proper understanding of systematic recruiting?	Y N	_____
h. Does the RSNCO understand the File Status Codes in ALMRS?	Y N	_____

III. AVERAGE SCORE: _____

COMMENTS: _____

IV. PROSPECTING

a. Number of Working Applicants in ALMRS.	_____
b. Number of File Status "I" and "J" records in ALMRS.	_____

Figure B-1 (Cont). Recruiter Instructor PAR Training and Evaluation Checklist

	<u>Y/N</u>	<u>SCORE</u>
c. Has sufficient prospecting occurred since last visit?	Y N	_____
d. Have attempts been made to contact all MOS matches on the Manpower Plan since the last visit?	Y N	_____
e. Does the RSNCO possess sufficient MOS matches to achieve mission?	Y N	_____

IV. AVERAGE SCORE: _____

COMMENTS: _____

V. SCREENING/PROCESSING

a. Does the RSNCO understand the different requirements of:

(1) Transfers from the IRR?	Y N	_____
(2) Joins from release from Active Duty?	Y N	_____
(3) Initial Join Reenlist?	Y N	_____
(4) IMA Join Applications?	Y N	_____

b. Does the RSNCO understand the procedures for obtaining the following source documents?

(1) MCTFS QCRE?	Y N	_____
(2) MCRFS QCAC?	Y N	_____
(3) TEST Scores?	Y N	_____
(4) Career Retirement Credit Report?	Y N	_____
(5) MCTFS ENLM?	Y N	_____

Figure B-1 (Cont). Recruiter Instructor PAR Training and Evaluation Checklist

	<u>Y/N</u>	<u>SCORE</u>
(6) DD-214?	Y N	_____
(7) SF88/SF93?	Y N	_____
c. Can the RSNCO identify and handle waiverable conditions while utilizing the Interview Screening Checklist?	Y N	_____
d. Does the RSNCO understand how to correctly prepare and complete the following accession package forms?		
(1) New Join Worksheet?	Y N	_____
(2) Privacy Act Statement?	Y N	_____
(3) DD Form 4?	Y N	_____
(4) DD Form 1966?	Y N	_____
(5) SF/93?	Y N	_____
(6) NAVMED 6120/3?	Y N	_____
(7) DD 369 Police Check?	Y N	_____
(8) Statement Of Understanding?	Y N	_____
(9) DD 368?	Y N	_____
(10) NAVMC 321a?	Y N	_____
V. AVERAGE SCORE:		_____

COMMENTS: _____

Figure B-1 (Cont). Recruiter Instructor PAR Training and Evaluation Checklist

VI. SCHEDULE & RESULTS (S&R) BOOK	<u>Y/N</u>	<u>SCORE</u>
a. Does the RSNCO maintain a S&R book per the Guidebook?	Y N	_____
b. Does S&R Book contain 60 days of S&R's?	Y N	_____
c. Are previous S&R sheets filed by month and maintained for one year?	Y N	_____
d. Are the following S&R sheets understood and maintained?		
(1) Are telephone calls to appointments to interviews to Reenlist/Affiliate properly tracked?	Y N	_____
(2) Are Mail out contacts to Interviews to Reenlistment/Affiliate properly tracked?	Y N	_____
(3) Are Walk-In/Call-In(s) to Reenlist/Affiliate properly tracked?	Y N	_____
e. Does the RSNCO effectively utilize the S&R's to schedule and track daily activities?	Y N	_____
VI. AVERAGE SCORE:		_____
COMMENTS: _____		

VII. SITE	<u>Y/N</u>	<u>SCORE</u>
a. Does the site have an Asset Map of the recruiting area displayed?	Y N	_____
c. Is the pin legend in accordance with the Guidebook?	Y N	_____
VII. AVERAGE SCORE:		_____
EVALUATION AVERAGE:		_____

Figure B-1 (Cont). Recruiter Instructor PAR Training and Evaluation Checklist

REMARKS: _____

RI SIGNATURE _____ DATE _____

AREA/SITE SNCOIC SIGNATURE _____ DATE _____

RSNCO SIGNATURE _____ DATE _____

Figure B-1 (Cont). Recruiter Instructor PAR Training and Evaluation Checklist

APPENDIX C

INDIVIDUAL TRAINING RECORDS

1. General Instructions. The Individual Training Records (ITR), Figure C-1, provides the RI with a tool to track and document the training given to his/her recruiters. There will be an ITR completed on every RSNC0; it will be placed in the third section of the training file. The ITR will be updated as the training occurs.

2. Specific Instructions. The RI will enter the date that the subject training was conducted in the date column to the far left, and then enter the amount of time in the appropriate column under that category of training. Figure C-2, provides the RI with blank spaces to capture and document training that falls outside of those areas identified on Figure C-1.

RANK/NAME: _____ SSN: _____

SUBJECT DATE	Turnover/ Profile Book	ALMRS II	S&R	Screening Applicant	Accession Package	Processing	Telephone Techniques

SUBJECT DATE	Networking	Time Management	PSS Core System	Prospecting	Goal Setting	Self Motivation	Ethics

Figure C-1. Individual Training Record

RANK / NAME : _____ SSN : _____

[illegible]

Figure C-2. Miscellaneous Individual Training Record

APPENDIX D

RECRUITER ACTIVITY ANALYSIS SHEET

1. General Instructions. The Recruiter Activity Analysis Sheet (RAAS), Figure D-1, will be completed on every RSNCO on a monthly basis for each recruiting month. The RAAS will be filed in the fourth section of the RSNCO's training file. It serves as a tool to analyze the RSNCO's productivity. The RI will use the RAAS to plan areas to focus training on when conducting site visits.

2. Specific Instructions. The RI can access the automated RAAS via the web page [HTTP://KCMAWEB](http://KCMAWEB) or in ALMRS. To locate the automated RAAS at [HTTP://KCMAWEB](http://KCMAWEB) follow these steps:

- a. Once on the intranet, enter in the address block "KCMAWEB".
- b. Click on "RD".
- c. Click on "RECRUITING".
- d. Click on "RECRUITER ACTIVITY ANALYSIS SHEET".
- e. Enter user ID (RD), Password and Database (MCRSC2) and click submit.
- f. Enter the recruiter's SSN and month/year for recruiting month requested.
- f. Click submit query.
- h. Print RAAS to review and file.

****Note:** The RI must be able to access the MFR network in order to access the KCMAWEB web page.

RECRUITER ACTIVITY ANALYSIS SHEET

May 22, 2003

Recruiter Name: MSgt MCCLELLAND, GARY W

YYYYMM: 200301

type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TTL	
TC																																	TC
CT																																	CT
APPT																																	APPT
IV																																	IV
EN																																	EN
MO																																	MO
RESP																																	RESP
CT																																	CT
IV																																	IV
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WI																																	WI
EN																																	EN
CI																																	CI
EN																																	EN
PWST																																	PWST
EN																																	EN
DAP																																	DAP
EN																																	EN
SPBR																																	SPBR
DIRF																																	DIRF
ARCT																																	ARCT
EN																																	EN
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	

RATIO:

TC/CT	<input type="text"/>	IV/EN	<input type="text"/>	CT/IV	<input type="text"/>	CI/EN	<input type="text"/>	SPBR/DIRF	<input type="text"/>
CT/APPT	<input type="text"/>	MO/RESP	<input type="text"/>	IV/EN	<input type="text"/>	PWST/EN	<input type="text"/>	SPBR/ARCT	<input type="text"/>
APPT/IV	<input type="text"/>	RESP/CT	<input type="text"/>	WI/EN	<input type="text"/>	DAP/EN	<input type="text"/>	ARCT/EN	<input type="text"/>

Prepared By: MSGT RECRUITER INSTRUCTOR

Figure D-1. Recruiter Activity Analysis Sheet

APPENDIX E

ACCESSION PACKAGE INSPECTION CHECKLIST

1. General Instructions. The Accession Package Inspection Checklist (APIC), Figure E-1, will be completed by the Area SNCOIC and RI on every join package submitted for credit to the Regional Office. The APIC will identify areas that RSNCO's require training in and when properly utilized, will help the RSNCO eliminate trends, administrative errors, and other processing errors. The APIC will be placed inside the accession package for a record of the discrepancies identified by the RI for the MCRSC RD Semiannual Inspection Team.
2. Specific Instructions. The APIC will be completed at the time of inspection of the accession package by the RI and filed in the respective join package.

PSR ACCESSION PACKAGE INSPECTION CHECKLIST

Accession Month/Year _____ IRR _____ ENL _____ PKGSCORE _____

Join's Name _____ RSNCO _____

<u>DATE</u>	<u>REQUIRED</u>	<u>COMMENTS</u>
_____	Y / N Service Comp	_____
_____	Y / N DOR Comp	_____
_____	Y / N ISC	_____
_____	Y / N NJWS	_____
_____	Y / N DAP ORDERS	_____
_____	Y / N IMA End	_____
_____	Y / N QCRE/QCAC/DD214	_____
_____	Y / N SF88/2808	_____
_____	Y / N HIV Results	_____
_____	Y / N SF93/2807	_____
_____	Y / N NAVMED 6120/3	_____
_____	Y / N SOU	_____
_____	Y / N DD 369 (POL CHK)	_____
_____	Y / N Retrain Prereqs	_____
	NEW MOS _____ SCORES NEEDED _____ OF _____	
	HAS _____ OF _____	
_____	Y / N 321A Extension	_____
_____	Y / N RT07/CRCR	_____
_____	Y / N WVR Req & App	_____

Figure E-1. PSR Accession Package Inspection Checklist

_____ Y / N Privacy Act _____
_____ Y / N DD Form 4 _____
_____ Y / N DD Form 1966 _____
_____ Y / N DD Form 368 _____
_____ Y / N Other Proof Source _____

Remarks: _____

Figure E-1 (Cont). PSR Accession Package Inspection Checklist

TR DAP/REENLISTMENT PACKAGE INSPECTION CHECKLIST

DAP Month/Year _____ DAP _____ ENL _____ PKGSCORE _____

Applicant Name _____ SSN _____

TRSNCO _____

<u>DATE</u>	<u>REQUIRED</u>	<u>COMMENTS</u>
_____	Y / N	TRSNCO Checklist _____
_____	Y / N	DAP Orders _____
_____	Y / N	RE Code Verification _____
_____	Y / N	EAS Verification _____
_____	Y / N	TIS Verification _____
_____	Y / N	DD-214 _____
_____	Y / N	QCRE/QCAC _____
_____	Y / N	DD-4 _____
_____	Y / N	Term LV Verification _____
_____	Y / N	BCN/PCN Worksheet _____
_____	Y / N	SF 88 _____
_____	Y / N	HIV Results _____
_____	Y / N	SF 93 _____
_____	Y / N	NAVMED 6120/3 _____
_____	Y / N	SOU _____
_____	Y / N	Waiver Request & Approval _____

Figure E-2. TR DAP/Reenlistment Package Inspection Checklist

_____ Y / N ASVAB _____

_____ Y / N Other Proof Source _____

Remarks: _____

Figure E-2 (Cont). TR DAP/Reenlistment Package Inspection Checklist

RSNCO	RANK/NAME		<u>8411</u>	<u>8412</u>
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PASS **FAIL**

[illegible]

PACKAGE SCORE _____

RSNCO TRENDS:

INSPECTOR'S INITIALS _____

E-6

APPENDIX F

PACKAGE INSPECTION CHECKLIST MATRIX

1. General Instructions. The Package Inspection Checklist Matrix (PICM), Figure F-1 or F-2 as applicable, will be completed by transcribing the findings from the APIC's on a monthly basis or as the RI groups the accession packages together for inspection. The PICM will be placed in the fifth section of the training file.

2. Specific Instructions. The PICM will serve as a tool to help the RI identify trends in accession package discrepancies for each individual recruiter. Additionally, it will provide a means for the RI to ensure that all corrective action (example: AA Form) is completed by the RSNCO. Upon completion of the package inspection, the RI will forward this form to the RSNCO through the RSNCO's SNCOIC, all three are required to sign and date, acknowledging the identified discrepancies.

PSR REGION _____ PACKAGE INSPECTION CHECKLIST MATRIX

RECRUITER	PSR SITE	MONTH/YEAR INSPECTED	DATE INSPECTED	INSPECTOR

[illegible]

LEGEND

/ * OK

X = DISCREPANCY

AA - AA FORM REQUIRED

NA = NOT APPLICABLE

1 = IN PACKAGE BUT NOT REQUIRED

2 = REQUIRED BUT NOT INCLUDED

00000000

Figure F-1. Accession Package Inspection Checklist Matrix

PSR REGION ____ Package Inspection Checklist Matrix

RECRUITER	PSR SITE	MONTH/YEAR INSPECTED	DATE INSPECTED	INSPECTOR

COMMENTS CONTINUED:

I'VE THOROUGHLY REVIEWED ALL OF THE DISCREPANCIES LISTED ABOVE AND WILL TAKE THE CORRECTIVE ACTION THAT HAS BEEN DIRECTED.

SIGNATURE OF RSNCO

DATE

SIGNATURE OF SNCOIC

DATE

SIGNATURE OF RI

DATE

Figure F-1 (Cont). Accession Package Inspection Checklist Matrix

TR REGION ____ PACKAGE INSPECTION CHECKLIST (DAP/REENLISTMENT)

RECRUITER	SITE	MONTH INSPECTED	DATE INSPECTED	INSPECTOR

COMMENTS CONTINUED:

I'VE THOROUGHLY REVIEWED ALL OF THE DISCREPANCIES LISTED ABOVE AND WILL TAKE THE CORRECTIVE ACTION THAT HAS BEEN DIRECTED.

SIGNATURE OF RSNCO

DATE

SIGNATURE OF SNCOIC

DATE

SIGNATURE OF RI

DATE

Figure F-2 (Cont). DAP/Reenlistment Package Inspection Checklist Matrix

APPENDIX G

INITIAL RECRUITING TRAINING SYLLABUS

1. General Instructions. The Initial Recruiting Training Syllabus (IRTS) will be established for every new RSNCO within the first 10 days of their assignment to recruiting duty. The IRTS will provide the RI with a training schedule to ensure that the recruiter receives a comprehensive period of instruction. The RI will use Figure G-1 and will mark it appropriately for the PSR and TR respectively.
2. Specific Instructions. The RI will cover each item on the syllabus and check them off upon completion. The IRTS will be filed in the sixth section of the recruiter's training file.

INITIAL RECRUITING TRAINING SYLLABUS

TRAINING TO BE COMPLETED WITHIN THE FIRST 10 DAYS
OF NEW RECRUITER ASSIGNMENT

PLACE A CHECK MARK IN THE ITEM UPON COMPLETION

***IDENTIFIES TRANSITIONAL RECRUITER SPECIFIC

RSNCO: _____

DATE: _____

VOLUME I

<u>CHECK</u>	<u>SUBJECT</u>	<u>REFERENCE</u>
___	Chapter 1 Applicability's	Recruiting Guidebook
___	Chapter 2 Recruiting Ethics	"
___	Chapter 3 Systematic Recruiting	"
___	*** BCN/PCN Procedures	Vol V App F
___	Billet Opening & Opportunities Unit/IMA T/Os	ALMRS Manpower Plan
___	Target Market Strategy	Prior Service Marines Leads
___	***	ALMRS
___	***	Harvest TF
___	Recruiting Site Asset Map Appendix A	Recruiting Guidebook
___	Turnover Profile Book Appendix B	"
___	Schedule and Results (S&R's) Appendix C	"

Figure G-1. Initial Recruiting Training Syllabus

INITIAL RECRUITING TRAINING SYLLABUS

<u>CHECK</u>		<u>SUBJECT</u>	<u>REFERENCE</u>
—	***	Brief Cards	Example Card
—		Mail outs Appendix D	Recruiting Guidebook
—		Telephone Calls Appendix E	"
—		Abbreviations/Acronyms/Definitions Appendix F	"
—	***	PRE-SEP Brief Appendix H	"

VOLUME II

—		Chapter 1 Screening Procedures & Mainframe Total Source	Recruiting Guidebook
—		Chapter 2 Processing Situations	"
—		Chapter 3 Affiliation/Reenlistment/Files	"
—		New Join Worksheet Appendix A	"
—		IMA Application Appendix B	"
—		Privacy Act Statement Appendix C	"
—		DD Form 4 Appendix D	"
—		DD Form 1966/1/2/3 Appendix E	"

Figure G-1 (Cont). Initial Recruiting Training Syllabus

INITIAL RECRUITING TRAINING SYLLABUS

<u>CHECK</u>	<u>SUBJECT</u>	<u>REFERENCE</u>
—	Service Computations/ Acceptable Proof Sourced Documentation	Sample Proof Sources
—	DOR Computations	"
—	Practical Application of Computing Service and DOR Dates	"
—	Physical Qualifications Appendix F	Recruiting Guidebook
—	DD Form 369 Police Record Check Appendix G	"
—	Waiver Requests and Approvals Appendix H	"
—	Statement Of Understanding Appendix I	Recruiting Guidebook & Laptop Comp
—	DD Form 368 Request for Clearance Appendix J	"
—	Retraining Requirements Appendix K	Recruiting Guidebook, Laptop Comp & MOS Manual
—	NAVMC 321a Extension of Enlistment Appendix L	Recruiting Guidebook & Laptop Comp
—	Rejection of Accession Appendix M	Recruiting Guidebook

Figure G-1 (Cont). Initial Recruiting Training Syllabus

INITIAL RECRUITING TRAINING SYLLABUS

<u>CHECK</u>	<u>SUBJECT</u>	<u>REFERENCE</u>
	<u>VOLUME V</u>	
—	*** Chapter 1 Screening Procedures & MCTFS (3270)	Recruiting Guidebook & Laptop Computer
—	*** Chapter 2 Processing Situations	"
—	*** Chapter 3 Direct Assignment/Active Reserve/ Reenlistment Records/Files	"
—	*** Chapter 4 Direct Referrals	"
—	*** Direct Assignment Program Orders Appendix A	"
—	*** RE Code Verification/ Service Verification Appendix B	"
—	*** Terminal Leave Verification Appendix C	"
—	*** Physical Qualification Appendix D	"
—	*** ASVAB Retrain Prerequisites Appendix E	"
—	*** Active Reserve Program Application Appendix G	"
—	*** DD Form 4 Appendix H	"
—	*** Request for Waivers Appendix I	Recruiting Guidebook

Figure G-1 (Cont). Initial Recruiting Training Syllabus

INITIAL RECRUITING TRAINING SYLLABUS

<u>CHECK</u>	<u>SUBJECT</u>	<u>REFERENCE</u>
	<u>VOLUME III</u>	
—	Chapter 1 ALMRS Setup	Recruiting Guidebook & Laptop CPU
—	Chapter 2 Record Management	"
—	Chapter 3 Reporting: Accessions and Activity	"
—	Chapter 4 Search Query and Mail Label	"
—	*** TR Ops Chief Reporting: Accession and Activity	"
—	*** Harvest TF Search Query	One ALMRS
—	Chapter 5 Codes and Definitions	Recruiting Guidebook & Laptop CPU
—	Chapter 6 Forms	"
—	*** Chapter 7 Transitional Recruiting Applications	"
—	Chapter 8 Systems Management Policy	"

Figure G-1 (Cont). Initial Recruiting Training Syllabus

INITIAL RECRUITING TRAINING SYLLABUS

IRT WRAP UP

_____	Set Agenda for 30-Day PAR Training	Recruiting Guide Vol IV
_____	Review Recruiter Instructor Training and Evaluation Checklist	"
_____	Closing Remarks	"

I certify that I have received the training that has been
checked on this training syllabus.

RSNCO SIGNATURE: _____

PRINT RSNCO NAME: _____

DATE: _____

RI SIGNATURE: _____

PRINT RI NAME: _____

DATE: _____

APPENDIX H

INITIAL RECRUITING TRAINING EXAM

1. General Instructions. The initial Recruiter Training Exam (IRTE), Figure H-1, will be administered on every new RSNCO as a measurement tool for their IRT. The IRTE will provide the RI with a gauge to identify the new RSNCO's weak areas and what to focus on during the 30-day PAR Training.

2. Specific Instructions. The RI will administer the exam at the appropriate point on the IRT syllabus. The exam will be an open book test, and the RSNCO will be allowed to use any additional aides to include their laptop computer, if so desired. The IRTE should take approximately 1 hour and 30 minutes to complete. Figure H-1 is the IRTE master copy and contains the answers to all questions. The RI will maintain an electronic copy of the exam that does not contain the answers.

INITIAL RECRUITING TRAINING EXAM

RSNCO RANK/NAME: _____ DATE: _____ GRADE: _____

1. What are the five basic tasks of Systematic Recruiting?
 - a.
 - b.
 - c.
 - d.
 - e.
 2. Name the five basic means by which the recruiter can locate prospects:
 - a.
 - b.
 - c.
 - d.
 - e.
 3. Name the primary components of systematic recruiting:
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
 - g.
 4. The Turnover/Profile Book will contain the following sections:
 - a.
 - b.
 - c.
 - d.
 5. When should the recruiter suggest to the applicant they affiliate with the SMCR and transfer to the IRR if not satisfied?
-

Figure H-1. Initial Recruiting Training Exam

6. In what Volume is Systematic Recruiting covered?
- a. Vol I
 - b. Vol II
 - c. Vol III
 - d. Vol IV
7. Recruiters can indirectly intervene on behalf of a prospective applicant who is awaiting action by civil authorities.
- a. True
 - b. False
8. What is the objective of a mail out?
- a. To contact a Prior Service Prospect
 - b. To clean up your database
 - c. To keep you busy
 - d. To keep your RI off your back
9. What is the goal of a telephone call?
- a. To gain an appointment
 - b. To update your database
 - c. To practice telephone techniques
 - d. None of the above
10. How long will the recruiter maintain the previous fiscal year mission letters?
- a. 6 months
 - b. 2 years
 - c. 3 months
 - d. The recruiter does not have to maintain the previous year mission letters
11. RSNCO's will maintain a binder containing _____ days of S&R sheets.
- a. 30
 - b. 45
 - c. 60
 - d. 90

Figure H-1 (Cont). Initial Recruiting Training Exam

12. Marines who signed a contract on or after 1 June 1984 incurred an _____ MSO.
13. What does the acronym IMA stand for?

14. How often should used S&R sheets be removed and replaced with new sheets?
- a. 30 days
 - b. 45 days
 - c. 60 days
 - d. 90 days
15. What is the purpose of distributing Collateral Material?

16. The minimum required points that a Reserve Marine must earn to qualify for a satisfactory year for retirement purposes is:

17. What is the first form an applicant will complete if you determine they are off-contract?
- a. Privacy Act Statement
 - b. RSNCO Checklist
 - c. Statement of Understanding
 - d. Interview Screening Checklist
18. What is Q3?
- a. Physically, mental and morally qualified
 - b. Morally, physically, and professionally qualified
 - c. Professionally, mentally and physically qualified
 - d. None of the above
19. What proof source is required for all IRR Transfers?
- a. QCAC
 - b. QCRE
 - c. DD-214
 - d. None of the above

Figure H-1 (Cont). Initial Recruiting Training Exam

20. The CRCR (RT07) is required as a proof source for all extensions.
- a. True
 - b. False
21. Provide the Recruiter with a QCRE to find the following:
- a. R-RECSTAT _____
 - b. RES RUC _____
 - c. PMOS _____
 - d. R-ECC _____
 - e. RE CODE _____
22. Which of the forms below will help you determine if a waiver will be required?
- a. New Join Worksheet
 - b. Waiver Worksheet
 - c. RSNCO Checklist
 - d. Interview Screening Checklist
23. Which of the following is NOT considered a proof source document?
- a. DD-214
 - b. Notarized Statement from Applicant
 - c. QCRE
 - d. None of the Above
24. Any yes answer on the Interview Screening Checklist indicates that a waiver is required.
- a. True
 - b. False
25. Where is the Interview Screening Checklist filed in the package?
- a. Left side
 - b. Right side
 - c. Behind SF-88 on right side
 - d. None of the above

26. Part 1 of the New Join Worksheet may never be handwritten.
- a. True
 - b. False
27. What are the three categories of applicants?
- a. Officer affiliations, reenlistments and IMA
 - b. SMCR/IMA reenlistments, SMCR/IMA affiliations and Officer affiliations
 - c. SMCR reenlistments, Officer affiliations and IMA affiliations
 - d. None of the above
28. What must be included in the accession package if a Sgt or below is designated to sign part III of the New Join Worksheet?
- a. A copy of their background check
 - b. Written authorization from the unit CO
 - c. No additional paperwork is required
29. The date the unit accepts the applicant for join on the New Join Worksheet should always be the earliest date in the package.
- a. True
 - b. False
30. New Join Worksheets on IMA Det applicants will be signed by
- a. Regional OIC
 - b. Operational Sponsor
 - c. Recruiting Division (MCRSC)
 - d. Drilling Reserve Division (MCRSC)
31. Privacy Act Statements are required for all reenlistments you are authorized to perform.
- a. True
 - b. False

32. Which of the following items of information may be given out on civilian personnel without violating the Privacy Act of 1974?

- a. Name
- b. Position and grade
- c. Gross Salary
- d. All of the above

33. The words Reenlistment or Reenlistee will be crossed out wherever they appear on the DD-4.

- a. True
- b. False

34. Prior Service Recruiters are authorized to reenlist qualified applicants for periods of

- a. 1-6 years
- b. That stated on waiver approvals
- c. 1-3 years
- d. Both b and c
- e. 1 year only

35. On the DD-4, for all prior service broken reenlistments, item 13a will be lined out.

- a. True
- b. False

36. Corrections to DD-4 are made utilizing a

- a. Naval Speed Letter
- b. Administrative Action Form
- c. DD-1966
- d. Waiver request

37. For completion of the DD-4, RSNCO's are guided by the current edition of the

- a. IRAM
- b. MCRAM
- c. MPPM
- d. Career Planning Guide

Figure H-1 (Cont). Initial Recruiting Training Exam

38. Personnel entering the DEP (Delayed Entry Program) between 1 Jun 84 and 31 Dec 84 had an eight-year MSO. That 8 year MSO started

- a. The day they entered the DEP
- b. The day they entered active duty
- c. Both of the above

39. Non-waiver applicants discharged less than 1 year will receive their original date of rank upon reenlistment.

- a. True
- b. False

40. Marines discharged over 3 years and less than 5 will receive one half of their TIG upon reenlistment.

- a. True
- b. False

41. On block #11 of the DD-1966/1, religious preference, a code of 56 indicates affiliation with

- a. American Baptist Churches
- b. Christian Crusade
- c. Pentecostal Churches
- d. Reform Judaism

42. What is the County/State code for Cass County, Missouri

- a. 30025
- b. 29037
- c. 07729
- d. 03729

43. Physicals for reenlisting Marines must be less than ____ years old?

44. Physicals for Marines affiliating with an SMCR unit from the IRR must be less than ____ years old?

45. A Statement of Understanding can be used in place of HIV test results for applicants executing a broken reenlistment.
- a. True
 - b. False
46. HIV test results are good for a maximum of
- a. Two years
 - b. 18 months
 - c. 90 days
 - d. One year
47. IRR Marines over their maximum weight and body fat % will not be allowed to affiliate with a unit under any circumstances.
- a. True
 - b. False
48. The SF-88 must be updated with a NAVMED 6120/3 if more than _____ days old on the date of join.
- a. 45
 - b. 90
 - c. 30
 - d. No limit
49. Minimum weight for a female Marine 66 inches tall is
- a. 117 lbs
 - b. 147 lbs
 - c. 109 lbs
 - d. 142 lbs
50. How many minor traffic offenses are allowed before a police check is required?
- a. 1
 - b. 4
 - c. 3
 - d. 5

51. An individual that admitted to having one DWI conviction must have a reenlistment waiver approved by:

- a. CMC
- b. CG, MCRSC
- c. Regional OIC

52. RE-Codes on all waivers must be verified with a/an:

- a. QCRE
- b. Confirmation Code
- c. DD-214
- d. MCTFS ENLM Screen

53. Prior Service Marines E-5 and below who have been discharged more than how many years require a waiver?

- a. 2
- b. 5
- c. 1
- d. 3

54. Name two conditions that are not waivable.

- 1. Criminal charges pending
- 2. Pregnant

55. All applicants who admit to drug use prior to 920901 require a waiver before reenlistment into the MCR.

- a. True
- b. False

56. An applicant must sign a Statement of Understanding only if reenlisting.

- a. True
- b. False

57. You may not submit a prior service other service waiver to CMC until you have obtained the written release from the losing reserve component.

- a. True
- b. False

Figure H-1 (Cont). Initial Recruiting Training Exam

58. The final section or part of the DD-368 is where the approving official or certifying official signs. Who is the approving official?
- a. Recruiter
 - b. Commanding Officer of losing service
 - c. Enlisting Officer
 - d. Service Secretary
59. On what screen in MCTFS are the test scores found?
- a. Test
 - b. QCRE
 - c. ENLM
 - d. None of the above
60. On DD-1966's prior to January 1989, numbers in boxes 50-52 indicate the Marine's
- a. GT score
 - b. EL score
 - c. CL score
 - d. MM score
61. The GT score required to retrain as an 0481 is
- a. 95
 - b. 85
 - c. 110
 - d. 105
62. Which of the following MOS's may not be awarded via MOJT?
- a. 0313
 - b. 0411
 - c. 4341
 - d. 6094
63. Upon affiliation, IRR applicants shall have ____ months obligated service remaining on contract.
64. Final determination on a rejection to accession package will be made by:
-

65. What are the only forms that require a first, middle and last name signature?
- a. DD Form 4
 - b. Interview Screening Checklist and Statement of Understanding
 - c. NAVMC 321A
 - d. Both a and c
66. A Cpl reenlisting beyond 8 qualifying years is not waiverable.
- a. True
 - b. False
67. The Prior Service Recruiting Deputy G-3 of MCRC is?
-
68. On what MFR server are ALMRS database icons located?
- a. MFRN08B
 - b. MFRN07A
 - c. MFRN223
 - d. MCRSC07
69. Selected Regional and Site records can be saved to a hard drive by utilizing a subset replication setting.
- a. True
 - b. False
70. Approach provides the format for mail labels and mail outs.
- a. True
 - b. False
71. If a recruiter at a site walks away from his computer for a short period of time he should.
- a. Clear user information
 - b. Shut down the computer
 - c. Disconnect from the server
 - d. None of the above

72. Leads are assigned to a recruiting site based on
- a. Zip codes
 - b. Geographical boundaries
 - c. Regional Office requirements for MOS match rates
 - d. None of the above
73. A Recruiter can only recommend a lead record for deletion by modifying the file status code to "Z".
- a. True
 - b. False
74. The following information is required to convert a prospect record to an accession record in the processing section.
- a. Unit RUC, join month, line number, T/O number
 - b. Unit RUC, join month, affiliation status
 - c. Unit RUC, join month
 - d. None of the above
75. Only SNCOIC's are authorized to change the system configuration on a laptop computer.
- a. True
 - b. False
76. What ALMRS database icons have to be added to the notes workspace for ALMRS to work normally?
- a. One ALMRS and Historical
 - b. Recruiter Info and ALMRS Current
 - c. One ALMRS and ALMRS Tables
 - d. None of the above
77. The ALMRS database is cycled how many times a week.
- a. 2
 - b. 4
 - c. 1
 - d. 3

78. Recruiting personnel shall update anti-virus software
- a. Daily
 - b. Weekly
 - c. Monthly
 - d. Quarterly
 - e. None of the above
79. In what database will you find your current year to date accessions credited by RD?
- a. ONE ALMRS
 - b. ALMRS CURRENT
 - c. ALMRS TABLES
80. In what database can you research problems experienced by other Recruiters or post your questions for assistance.
- a. One ALMRS
 - b. ALMRS Current
 - c. ALMRS Tables
 - d. ALMRS Discussion
81. What is the only acceptable re-enlistment code authorized for Direct Assignment Program Orders (DAP)? _____
82. Transitional Recruiters (TR's) will have _____ days from the DAP Marine's EAS to be run on the receiving unit's diary before being charged with a non-reporting attrition.
- a. 30
 - b. 60
 - c. 90
 - d. None of the above
83. A TR submitting an Active Reserve (AR) package on a Marine will complete what section of the TR Checklist.
- a. Category A
 - b. Category B
 - c. Category C
 - d. None of the above

84. Which form is not required for a TR to issue DAP orders.

- a. Proof of EAS
- b. Copy of SF88 and SF93
- c. DD Form 1351-2
- d. Proof of RE-1A

85. What information must a Prior Service Recruiter (PSR) provide to the TR to issue DAP Orders.

86. Have the Recruiter complete a broken reenlistment.

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) JOHN JAMES		2. DEPARTMENT, COMPONENT AND BRANCH USMC-11		3. SOCIAL SECURITY NO. 111 22 3333																																					
4. ADE, RATE OR RANK SGT	4.b. PAY GRADE E-5	5. DATE OF BIRTH (YYMMDD) 691007		6. RESERVE OBLIG. TERM, DATE Year 92 Month 06 Day 09																																					
7.a. PLACE OF ENTRY INTO ACTIVE DUTY CHICAGO, IL 60605		7.b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) 111 GARLAND COURT GLENDALE HEIGHTS, IL 60139																																							
8.a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND MAWTS-1 MCAS YUMA, AZ 85369		8.b. STATION WHERE SEPARATED MAWTS-1 MCAS YUMA, AZ 85369 (RMC 01363)																																							
9. COMMAND TO WHICH TRANSFERRED SUPPORT COMMAND (MCRSC), OVERLAND PARK, KS (RMC 36005)		10. SGLI COVERAGE None Amount: \$ 50,000																																							
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 0151 ADMINISTRATIVE CLERK 03 YEARS 06 MONTHS		12. RECORD OF SERVICE																																							
		<table border="1"> <thead> <tr> <th></th> <th>Year(s)</th> <th>Month(s)</th> <th>Day(s)</th> </tr> </thead> <tbody> <tr> <td>a. Date Entered AD This Period</td> <td>84</td> <td>09</td> <td>24</td> </tr> <tr> <td>b. Separation Date This Period</td> <td>88</td> <td>09</td> <td>23</td> </tr> <tr> <td>c. Net Active Service This Period</td> <td>04</td> <td>00</td> <td>00</td> </tr> <tr> <td>d. Total Prior Active Service</td> <td>00</td> <td>00</td> <td>00</td> </tr> <tr> <td>e. Total Prior Inactive Service</td> <td>00</td> <td>03</td> <td>14</td> </tr> <tr> <td>f. Foreign Service</td> <td>00</td> <td>00</td> <td>00</td> </tr> <tr> <td>g. Sea Service</td> <td>00</td> <td>00</td> <td>00</td> </tr> <tr> <td>h. Effective Date of Pay Grade</td> <td>88</td> <td>01</td> <td>01</td> </tr> </tbody> </table>					Year(s)	Month(s)	Day(s)	a. Date Entered AD This Period	84	09	24	b. Separation Date This Period	88	09	23	c. Net Active Service This Period	04	00	00	d. Total Prior Active Service	00	00	00	e. Total Prior Inactive Service	00	03	14	f. Foreign Service	00	00	00	g. Sea Service	00	00	00	h. Effective Date of Pay Grade	88	01	01
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f. Foreign Service	00	00	00																																						
g. Sea Service	00	00	00																																						
h. Effective Date of Pay Grade	88	01	01																																						
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) NATIONAL DEFENSE SERVICE MEDAL RIFLE MARKSMAN BADGE GOOD CONDUCT MEDAL LETTER OF APPRECIATION																																									
14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) "SIC TYPING COURSE 02 WKS DEC 88, ADMINISTRATIVE CLERK COURSE 08 WKS FEB 89, DATA BASE III JRSE 01 WK MAY 89, DRIVERS IMPROVEMENT 03 DAS AUG 89																																									
15.a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM		Yes	No	15.b. HIGH SCHOOL GRADUATE OR EQUIVALENT	Yes																																				
		X			X																																				
16. DAYS ACCRUED LEAVE PAID		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION																																							
REL: 14.5		SLB: 0.0																																							
		Yes																																							
18. REMARKS GOOD CONDUCT MEDAL PERIOD COMMENCES: 910726 WHILE A MEMBER OF THE MARINE CORPS RESERVE, YOU WILL KEEP THE DIRECTOR, MCRSC (TOLL FREE 1 800 255 5082), OR IF WITHIN THE STATE OF KANSAS CALL COMMERCIAL (913) 465-3108; IF AUTOVON IS AVAILABLE, CALL 465-3110) INFORMED OF ANY CHANGES OF ADDRESS, MARITAL STATUS, NUMBER OF DEPENDENTS, CIVILIAN EMPLOYMENT, OR PHYSICAL STANDARDS. SUBJECT TO ACTIVE DUTY RECALL AND OR ANNUAL SCREENING.																																									
19.a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code) 300 CYRILLA COURT WICHITA, KS 67235		19.b. NEAREST RELATIVE (Name and address - include Zip Code) MANSSELL, ERIC (HUSBAND) 2073 DANA ST. CORONA, CA 91718																																							
20. MEMBER REQUESTS COPY 4 BE SENT TO		21. SIGNATURE OF MEMBER BEING SEPARATED																																							
DR. SP. VET AFFAIRS		R. G. GILLESPIE, CNDZ ADJUTANT																																							

DD Form 214, NOV 88 5/4 0102-LF-006-5500 Previous editions are obsolete.

MEMBER - 1

22. TYPE OF SEPARATION LEASE FROM ACTIVE DUTY		24. CHARACTER OF SERVICE (Include upgraded) HONORABLE	
23. SEPARATION AUTHORITY MARCORSEPMAN, PAR. 1005		25. SEPARATION CODE MRK1	27. RESERVE CODE RR-1A
28. NARRATIVE REASON FOR SEPARATION COMPLETION OF REQUIRED ACTIVE SERVICE (USMC) EAS			
29. DATES OF TIME LOST DURING THIS PERIOD NONE		30. MEMBER REQUESTS COPY 4 Initials	

DD Form 214, NOV 88 5/4 0102-LF-006-5500 Previous editions are obsolete.

SERVICE 2
0-12

Figure H-1 (Cont). Initial Recruiting Training Exam

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADDED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY																																							
1. NAME (Last, First, Middle) JOHN JAMES		2. DEPARTMENT, COMPONENT AND BRANCH USMC-11																																					
3. SOCIAL SECURITY NO. 111 122 3333																																							
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8.a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND MAWTS-1 MCAS YUMA, AZ 85369		8.b. STATION WHERE SEPARATED MAWTS-1 MCAS YUMA, AZ 85369 (RUC 01363)																																					
9. COMMAND TO WHICH TRANSFERRED SUPPORT COMMAND (MCRSC), OVERLAND PARK, KS (RUC 36005)		10. SGLI COVERAGE None Amount: \$ 50,000																																					
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 0151 ADMINISTRATIVE CLERK 05 YEARS 06 MONTHS		12. RECORD OF SERVICE <table border="1"> <thead> <tr> <th></th> <th>Year(s)</th> <th>Month(s)</th> <th>Day(s)</th> </tr> </thead> <tbody> <tr> <td>a. Date Entered AD This Period</td> <td>90</td> <td>01</td> <td>05</td> </tr> <tr> <td>b. Separation Date This Period</td> <td>92</td> <td>01</td> <td>06</td> </tr> <tr> <td>c. Net Active Service This Period</td> <td>02</td> <td>00</td> <td>00</td> </tr> <tr> <td>d. Total Prior Active Service</td> <td>06</td> <td>00</td> <td>00</td> </tr> <tr> <td>e. Total Prior Inactive Service</td> <td>01</td> <td>06</td> <td>25</td> </tr> <tr> <td>f. Foreign Service</td> <td>01</td> <td>06</td> <td>00</td> </tr> <tr> <td>g. Sea Service</td> <td>01</td> <td>06</td> <td>00</td> </tr> <tr> <td>h. Effective Date of Pay Grade</td> <td>92</td> <td>01</td> <td>01</td> </tr> </tbody> </table>			Year(s)	Month(s)	Day(s)	a. Date Entered AD This Period	90	01	05	b. Separation Date This Period	92	01	06	c. Net Active Service This Period	02	00	00	d. Total Prior Active Service	06	00	00	e. Total Prior Inactive Service	01	06	25	f. Foreign Service	01	06	00	g. Sea Service	01	06	00	h. Effective Date of Pay Grade	92	01	01
	Year(s)	Month(s)	Day(s)																																				
a. Date Entered AD This Period	90	01	05																																				
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c. Net Active Service This Period	02	00	00																																				
d. Total Prior Active Service	06	00	00																																				
e. Total Prior Inactive Service	01	06	25																																				
f. Foreign Service	01	06	00																																				
g. Sea Service	01	06	00																																				
h. Effective Date of Pay Grade	92	01	01																																				
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) NATIONAL DEFENSE SERVICE MEDAL RIFLE MARKSMAN BADGE GOOD CONDUCT MEDAL LETTER OF APPRECIATION																																							
14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) *ASIC TYPING COURSE 02 WKS DEC 88, ADMINISTRATIVE CLERK COURSE 08 WKS FEB 89, DATA BASE III COURSE 01 WK MAY 89, DRIVERS IMPROVEMENT 03 DAS AUG 89																																							
15.a. MEMBER CONTRIBUTED TO POST-VIETNAM SEA VETERANS EDUCATIONAL ASSISTANCE PROGRAM <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		15.b. HIGH SCHOOL GRADUATE OR EQUIVALENT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																					
16. DAYS ACCRUED LEAVE PAID RUB: 14.5 SLB: 0.0																																							
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																							
18. REMARKS <p>GOOD CONDUCT MEDAL PERIOD COMMENCES: 910726</p> <p>WHILE A MEMBER OF THE MARINE CORPS RESERVE, YOU WILL KEEP THE DIRECTOR, MCRSC (TOLL FREE 1 800 255 5082), OR IF WITHIN THE STATE OF KANSAS CALL COMMERCIAL (913) 465-3108; IF AUTOVON IS AVAILABLE, CALL 465-3110) INFORMED OF ANY CHANGES OF ADDRESS, MARITAL STATUS, NUMBER OF DEPENDENTS, CIVILIAN EMPLOYMENT, OR PHYSICAL STANDARDS.</p> <p>SUBJECT TO ACTIVE DUTY RECALL AND OR ANNUAL SCREENING.</p>																																							
19.a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code) 300 CYRILLA COURT WICHITA, KS 67235		19.b. NEAREST RELATIVE (Name and address - include Zip Code) MANSELL, ERIC (HUSBAND) 2073 DANA ST. CORONA, CA 91716																																					
20. MEMBER REQUESTS COPY 4 BE SENT TO <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		21. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) R. G. GILLESPIE, CW02 ADJUTANT																																					
21. SIGNATURE OF MEMBER BEING SEPARATED																																							

DD Form 214, NOV 88 S/L 0102-LF-006-5500 Previous editions are obsolete.

MEMBER - 1

22. TYPE OF SEPARATION RELEASE FROM ACTIVE DUTY	24. CHARACTER OF SERVICE (Include upgrades) HONORABLE	
23. SEPARATION AUTHORITY MARCORSEPMAN, PAR. 1005	25. SEPARATION CODE MMK1	27. REENTRY CODE RE-1A
28. NARRATIVE REASON FOR SEPARATION COMPLETION OF REQUIRED ACTIVE SERVICE (USMC) PAS		
29. DATES OF TIME LOST DURING THIS PERIOD NONE		30. MEMBER REQUESTS COPY 4 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

DD Form 214, NOV 88 S/L 0102-LF-006-5500 Previous editions are obsolete.

SERVICE 2

Figure H-1 (Cont). Initial Recruiting Training Exam

COMPUTATION SHEET

NOTE: If section A and/or B do not cover your applicant's service dates, use the back of this form for your computations.

Applicant's Name: _____ RSNCO: _____

SECTION A - DD-214 COMPUTATIONS

1. Date SNM entered active duty (from DD-214) - - - - -
 Subtract prior inactive time (from DD-214) - _____
 This is the date SNM entered the DEP = - - - - -

2. Date SNM was separated from active duty - - - - -
 Subtract date SNM entered active duty - _____

Total: - - - - -

 Add inclusive day + _____ 1
 This is the total active duty = - - - - -

3. Date SNM was discharged - - - - -
 Subtract date released from active duty - _____
 This is SNM's IRR time since RELACDU = - - - - -

SECTION B - TOTAL SERVICE COMPUTATIONS

COMPONENT	FROM	TO	ADD INCLUSIVE	YYMMDD	ACT/INACT
			DAY		
_____	_____	_____	+1	_____	_____
_____	_____	_____	+1	_____	_____
_____	_____	_____	+1	_____	_____
_____	_____	_____	+1	_____	_____
_____	_____	_____	+1	_____	_____
Adds for total time				_____	
Converts to				_____	

SECTION C - DATES FOR DD FORM 1966/1

1. Date of reenlistment - - - - -
 Subtract total active duty time - _____
 This is the Active Duty Service Date = - - - - -

2. Date of reenlistment - - - - -
 *Subtract total time for pay - _____
 This is the Pay Entry Base Date = - - - - -

* NOTE: Do not include DEP time for any service member of a Regular Component that initially entered the DEP on or after 850101, or for any service member of a Reserve Component that initially entered the DEP after 891128 (except Cat. P).

Figure H-1 (Cont). Initial Recruiting Training Exam

APPENDIX I

PROFICIENCY AND REVIEW EVALUATION SUMMARY

1. General Instructions. The Proficiency and Review Evaluation Summary (PARES), Figure I-1, and the worksheet, Figure I-2, will be completed on every RSNCO during PAR training and will be placed in the second section of the training file, behind the RITEC.

2. Specific Instructions. The RI will enter comments and check marks as appropriate.

PROFICIENCY AND REVIEW EVALUATION SUMMARY

30-DAY EVALUATION SUMMARY

RSNCO: _____

SITE: _____

TASKS	THIRTY DAY PERFORMANCE	TRAINING REQUIRED YES / NO
Planning Recruiting Activities		
Conducting Recruiting Activities		
Working Systematic Components		
Preparing Accession Documents		
Analyzing Results of Recruiting Activity		

TYPE OF SPECIFIC TRAINING REQUIRED / REMARKS	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
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[illegible]

Figure I-1. Proficiency and Review Evaluation Summary

PROFICIENCY AND REVIEW EVALUATION SUMMARY

3-MONTH EVALUATION SUMMARY

RSNCO: _____

SITE: _____

TASKS	THREE MONTH PERFORMANCE	TRAINING REQUIRED YES / NO
Planning Recruiting Activities		
Conducting Recruiting Activities		
Working Systematic Components		
Preparing Accession Documents		
Analyzing Results of Recruiting Activity		

TYPE OF SPECIFIC TRAINING REQUIRED / REMARKS

[illegible]

Figure I-1 (Cont). Proficiency and Review Evaluation Summary

PROFICIENCY AND REVIEW EVALUATION SUMMARY

6-MONTH EVALUATION SUMMARY

RSNCO: _____

SITE: _____

TASKS	SIX MONTH PERFORMANCE	TRAINING REQUIRED YES / NO
Planning Recruiting Activities		
Conducting Recruiting Activities		
Working Systematic Components		
Preparing Accession Documents		
Analyzing Results of Recruiting Activity		

TYPE OF SPECIFIC TRAINING REQUIRED / REMARKS	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
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73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100




Figure I-1 (Cont). Proficiency and Review Evaluation Summary

PROFICIENCY AND REVIEW EVALUATION WORKSHEET

<p style="text-align: center; margin: 0;">RSNCO INFORMATION</p> <p>RANK/NAME: _____</p> <p>DATE: _____</p> <p>LEVEL OF PAR TRAINING: _____</p>	<p>INSTRUCTIONS: PLEASE USE THE FOLLOWING GUIDANCE TO ANSWER THE QUESTIONS.</p> <p>1. "Y" = Can perform task to established standard.</p> <p>2. "N" = Cannot perform task to established standard.</p> <p>3. "NE" = Recruiter was not evaluated in this area</p>
--	--

CHECK ONE

EVALUATION OF PROSPECTING	Y	N	NE
CONDUCTING TELEPHONE CONVERSATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVALUATION OF SALES SKILLS	Y	N	NE
OPENING PROPOSED AGENDA, STATED THE VALUE, CHECKED FOR ACCEPT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROBING USED TO OPEN AND CLOSED PROBES PROPERLY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPPORTING SUPPORTED CUSTOMER NEEDS WITH APPROPRIATE BENEFIT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLOSING IDENTIFIED BUYING SIGNALS AND CLOSED THE CALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INDIFFERENCE OVERCAME CUSTOMER INDIFFERENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OBJECTION IDENTIFIED/HANDLED DRAWBACKS & MISUNDERSTANDINGS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SKEPTICISM IDENTIFIED DOUBT AND OFFERED APPROPRIATE PROOF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROPER USE OF SALES TOOLS	Y	N	NE
BENEFIT BOOK USED TO ILLUSTRATE FEATURES AND BENEFITS DURING SALES CALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECRUITING SITE OPERATIONS	Y	N	NE
1) PLAN DAILY ACTIVITIES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) PLAN A WEEK IN SITE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) PLAN A MONTH IN SITE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL EVALUATION: How does this Recruiter compare w/ other new recruiters?			
<div style="display: flex; justify-content: space-between;"> ____ Above Average ____ Satisfactory ____ Below Average </div>			
PAR EXAM TEST SCORE: _____			
EVALUATOR: _____ DATE: _____			

Figure I-2. Proficiency and Review Evaluation Worksheet